

UNIVERSITY OF SOUTH ALABAMA



DEPARTMENT OF CAMPUS RECREATION

FACILITIES RESERVATION

To lease event space at the University of South Alabama, Non-USA person(s) or group(s) must secure formal sponsorship for that activity from an active, recognized University of South Alabama student organization or a University of South Alabama academic or administrative department. For more information, click [here](#).

1. Title of Event: _____ Date Submitted: _____
2. Type of Event (picnic, tournament, etc): _____
3. Date(s) for which space is requested: Day _____ Date _____
4. Time(s) requested: From _____ (a.m/p.m) – until - _____ (a.m/p.m)
5. USA Organization Title: _____
6. USA Organization Advisor: _____ cell: _____
7. Person making reservation: _____ cell: _____
8. Person in charge of event: _____ cell: _____
9. Email: _____
10. Description of Event (All activities taking place during the event)

Reserve the Following Facilities: (Check All That Apply)

<u>Facilities</u>	<u>USA Organization AND USA Participants</u>	<u>USA Organization with Non-USA Participants</u>
Classroom	<input type="checkbox"/> n/a	USA Organizations only!
Deck – During Rec Hours	<input type="checkbox"/> \$25	<input type="checkbox"/> \$200
Deck – Outside Rec Hours	<input type="checkbox"/> \$350 + \$20/hour	<input type="checkbox"/> \$350 + \$20/hour
Field Rental (SB – 5) 4 hour block	<input type="checkbox"/> \$25	<input type="checkbox"/> \$200
Indoor Soccer Court 4 hour block (Saturday 8a-Noon)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200
Indoor Soccer Court 4 hour block (Sunday 8a-Noon)	<input type="checkbox"/> \$200 + \$20/hour	<input type="checkbox"/> \$200 + \$20/hour
SGA Pavilion 4 hour block	<input type="checkbox"/> \$25	<input type="checkbox"/> \$200
Field House Restrooms*	<input type="checkbox"/> \$10/hour Hours Needed: ____ to ____	<input type="checkbox"/> \$10/hour Hours Needed: ____ to ____

*Additional fees may be assessed by USA Campus Police or other departments.

*The University reserves the right to cancel this event in the case of University closures, or emergencies.

*Payment for facility rental must be made within 7 days prior to the event. If payment is not received, the date will be released, and the event will not be scheduled.

*Field House Restroom rentals are to be paid to the attendant at time of the event.

*All events must be cancelled within 24 hours of the event time. Any event cancelled after, is subject to all payments associated with the event.

***Alcohol products are prohibited on any premises at the University of South Alabama**

I agree to assume responsibility for participants during the entirety of this event. I understand use of this space is limited to specified areas. I agree my organization and I are responsible for clean-up of the areas used for our event. I also understand that if my organization cancels the event with less than 24 hours' notice, we are responsible for all payments associated with the event. My organization waives and releases the University of South Alabama and its trustees, officers, agents, servants and employees from all claims or liabilities of any kind arising from this event, and agrees to indemnify the University for all loss, costs or damages arising from the same.

Signature Line: _____

_____ Date _____

Leo Dyoyi
(Phone) 251-460-1928 (Fax) 251-461-1491 (Email) src@southalabama.edu

_____ Date _____

Brian Allred, Director of Campus Recreation
(Phone) 251-460-6066 (Fax) 251-461-1491 (Email) brianallred@southalabama.edu

_____ Date _____

Office of Risk Management (Phone) 251-460-6232 (Fax) 251-460-6074 (Email) ccook@southalabama.edu

_____ Date _____

Campus Police (Phone) 251-460-6983 (Fax) 251-460-7225 (Email) policeaux@southalabama.edu